क्रम-संख्या—21

GOVERNMENT OF UTTAR PRADESH

GENERAL ADMINISTRATION DEPARTMENT

(Re-organisation)

No. 2/O & M—202-58

Dated Lucknow, January 9, 1959

Office Memorandum

The undersigned is directed to lay down the following instructions for the guidance of O and M Officers in the Secretariat and to say that Mukhya Sachiv would like these instructions to be followed carefully in each branch of the Secretariat :

(1) The O and M Officer should investigate into the causes of deterioration of efficiency in the Secretariat, locate the defects, devise remedial measures and to make efforts to awaken the consciousness for efficiency in the office staff.

(2) The O and M Officer should take steps to ensure that rules in the Secretariat Manual and the instructions issued from time to time by the Secretariat Administration Department (Establishment) or the General Administration Department (Reorganisation) are carefully followed.

(3) The O and M Officer should have healthy contacts with the staff in his branch and should ingratiate in them a sense of having an officer to whom they can look forward for guidance in their work.

(4) All proposals for the extra staff should be examined by the O and M Officer concerned and, after approval by the Secretary concerned, sent to Finance Department for scrutiny. In any particular cases the O and M Officers may, if they so desire, seek the assistance of General Administration Department (Reorganisation).

(5) The O and M Officer should after a scientific and rational examination of the workload in each department devise norms for different types of work.

2. Instructions conveyed herein are in addition to those issued in Office Memorandum no. 1514/O and M--5(8)-57 and Mukhya Sachiv's D.O. No. Camp-218-E/XX-E-58, dated May 22, 1958 and June 26, 1958 respectively and other Government orders.

R. S. MEHRA,
UP Sachiv.

To,

(1) All O and M Officers.
(2) All Departments of Secretariat.
(3) All Secretaries to Government.